

**City of Chattanooga, TN**  
**Personnel Class Specification**  
***Class Code 0571***

**FLSA: Exempt**

**CLASSIFICATION TITLE: PERMIT SERVICES CHIEF**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative and technical tasks at the supervisory level assisting the Director with the daily administration of Building and Life Safety Codes, Sewer Ordinance, Stormwater Ordinance, Landscape Ordinance, Zoning Ordinance, and Permitting Services to ensure the health, safety and general welfare of the community. Directs, supervises, and oversees the activities of assigned staff. Oversees the administration of the permitting process. Performs general personnel management tasks, attends various meetings and completes related administrative tasks.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Participates in the direction and supervision of the examination of architectural and engineering documents for new buildings, alterations, renovations, changes of occupancies, and restoration of historic buildings.

Directs and supervises the administration of the permitting process; oversees the issue of permits; monitors the collection of payments for review/sewer/license; maintains office records and archiving of permits and construction documents.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems and provides counseling as needed; provides recommendations regarding discipline, promotions, discharge and salary administration; completes employee performance appraisals; coordinates and conducts training activities; interviews candidates for employment and provides recommendations for hire.

Interprets and enforces the provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any action necessary to correct deviations or violations; provides information and technical assistance concerning code requirements; discusses problem areas with architects, design engineers, developers and property owners; recommends solutions to problems; responds to questions or complaints concerning code violations.

Supervises and coordinates daily work activities; organizes and prioritizes division workload; prepares work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status and problems; assists with complex, unusual or problem situations; provides direction, advice, and technical expertise.

Supervises the examination of the commercial, residential, and subdivision construction plans for life safety issues and building code compliance; issues final approval or required changes; assists with plans examination as needed.

Coordinates fire protection and plans examination on various projects with the fire department and fire marshal's office; coordinates building plan examination with other departments as needed; monitors progress of plans under review; ensures a timely response from other departments.

Conducts site visits as needed to obtain information on projects to ensure code compliance; conducts visits with design professionals to advise on code issues.

Reviews and approves building permits for commercial/residential projects.

Attends various Board meetings, weekly construction meetings, and other meetings as needed; conducts Building Code Appeals Board meetings.

Conducts research on various related topics as needed.  
Oversees the maintenance of logs and records of inspection activities.

Prepares and completes various forms, documents, reports, correspondence, logs, inspection reports, annual logs, performance appraisal documents, division budgets, and related information; receives various forms, reports appeals board reports, variance board reports, city council reports, fire district maps, historic certifications, architectural drawings, construction plans, zoning maps, tax maps, code books, ordinances, standards, reference materials and related documentation.

Operates various computer systems and related equipment, copier, typewriter, fax machine and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software.

Maintains a comprehensive and current knowledge and awareness of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs various administrative tasks in support of the daily operations of the department; maintains file system of departmental records; ensures plans are filed/archived following review; ensures plans are delivered to microfilming department; copies and distributes forms, reports, correspondence, and other related materials; maintains the PWPE payment system.

Presents City code interpretation to the Construction Appeals Board.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associates degree in Civil Engineering or Building Construction; supplemented by seven years experience in building construction, architecture, civil engineering, or building code enforcement with specific experience in the interpretation of blueprints and building codes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification as a Building Inspector, Certified Plans Examiner, and Plumbing Inspector, hold Special Police Commission and possess a valid driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. Occasional site inspections may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, and rude or irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: April 2003**